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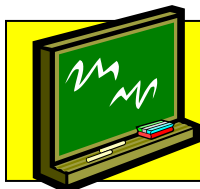
Korea Area Training World

Winter 2007



The holidays are over, but winter's just getting started. Good time to take a minute, kick back and catch up on the latest news. This issue of **Training World** has the latest on the new Civilian Education System (CES), NSPS, the Korea Regional Course Schedule and other topics of interest concerning Army training. Enjoy. And, as always, if you have comments or suggestions or know of training events in Korea you'd like us to include in future quarterly issues, please let me know.

John Robbert



Regional Course Schedule Update

NEW APPLICATION FORM AVAILABLE

Don't have access to a personal computer? Having difficulty applying for courses using the new-fangled on-line Civilian Human Resources Training Application System (CHRTAS)? Not to worry. HRDD has created a new application form for its Regional Course Schedule. It's easy to fill out, has instructions both in English and Hangul, and is designed to collect all the information needed to create the dreaded "student profile."

The form is available on HRDD's web page (see address below) or by contacting HRDD or your local CPAC. Just complete the form and forwarded it to HRDD via the CPAC.

By making it easier to apply, we hope to increase course enrollment—and help serviced activities make better use of regional training opportunities. Once the majority of employees

have "student profiles" established, use of CHRTAS for training applications should suddenly get much easier, faster and more efficient.

REGIONAL COURSES RESCHEDULED

Due to low enrollment, we've had to reschedule several of our regional courses originally scheduled for November, December and early January. The good news is there's still time to apply, either on-line or by filling out the new application form. Here's a list of the courses we've established new dates for: (If you have already applied, don't worry. Your application has been transferred to the new date.)

Coaching Skills for Managers (Seoul)

Was: 28 - 29 Nov 06

New date: 2 - 3 Apr 07

Leadership Skills for Non Supervisors (Korean Version) (Seoul)

Was: 7 - 8 Dec 06

New date: 21 - 22 Jun 07

Leadership Skills for Non Supervisors (Korean Version) (Daegu)

Was: 14-15 Dec 06

New date: 4 - 5 Jun 07

MS Excel Advanced Applications (Seoul)

Was: 23 - 26 Jan 07

New date: 20 - 23 Mar 07

Customer Service Excellence (Seoul)

Was: 30 - 31 Jan 07

New date: 5 - 6 Apr 07

To get a copy of the new application form or information about the Regional Course Schedule, check out HRDD's web page at

<http://cpoc-www.korea.army.mil/chra/hrd.htm>



THEATER SPECIFIC REQUIRED TRAINING

USFK has established a training website designed to facilitate completion of mandatory theater-specific training required for newcomers to Korea. The site contains lessons and modules all arriving personnel and units assigned to, rotating to, or in temporary duty status to USFK need to complete prior to deployment in Korea. There's also a welcome video and a set of command policy letters that are required reading.

By completing the training provided on the website, new newcomers will be better able to accomplish assigned missions and tasks, have a clear understanding of specific policies that are in force here, and learn how to act in a manner that's respectful of Korean culture and laws.

To access the USFK Theater Specific Required Training website, click here:
<http://www.usfk.mil/usfk/index.html?usfk/contents/training.html>

CIVILIAN EDUCATION SYSTEM (CES) POLICY ISSUED

The long-awaited Civilian Education System (CES) policy document has been approved and issued. It provides general guidance on Army's revamped civilian leadership program and specific guidance for implementing the Foundation, Basic, Intermediate and Advanced Courses which are the core leader development courses of CES. Starting in 2007, these courses will replace LEAD, OLE and other leadership courses long familiar to Army employees.

Even though approved, the policies contained in the document are described as interim, with additional policy phases to be published as the CES program is more fully developed. CES policy will be included in the next change or revision of Army Regulation 350-1, projected for

FY07. Deputy Chief of Staff G-3/5/7 will review civilian leader development policy and, as necessary, adjust guidance and disseminate new information.

The policy document begins with a general section that describes the Army's new leadership philosophy. The model lists three "domains" of leader development: institutional training and education; operational (on-the-job) assignments; and self-development—all dynamic and interconnected.



The goal of the program will be to "grow a new breed of leader," able to rapidly transition between complex tasks with relative ease and cope with the complexities of

the 21st century security environment. These new leaders will be expected to become "Civilian Pentathletes," capable of re-shaping the civilian workforce into what is being dubbed the "Army Civilian Corps."

The bulk of the 22 page document is devoted to describing the individual courses in terms of content, eligibility, pre-requisites, course credits, and admission priorities. These features are also summarized in an accompanying CES Policy Matrix. Both the policy document and the matrix can be downloaded at HRDD's web page:
<http://cpoc-www.korea.army.mil/chra/hrd.htm>



DOING THE RIGHT THING

- **"Character is doing the right thing when nobody's looking." J. C. Watts**
- **"You always know the right thing to do. The hard part is doing it." H. Norman Schwarzkopf**
- **"Always do right—this will gratify some and astonish the rest." Mark Twain**





Can the Government pay for an Army employee's training when it's for the specific purpose of getting a college degree?

The answer is, "No, unless. . ."

➔ Unless you're enrolled in the Army Comptrollership Program, the Senior Service College, the Defense Leadership and Management Program (DLAMP), or the Defense Acquisition Workforce Improvement Act (DAWIA) / Acquisition Corps, **OR**

➔ Unless you must get advance approval from the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs)—ASA (M&RA) for short.

Except for the programs mentioned above, ASA (M&RA) alone has the authority to approve **long-term civilian academic degree training**, regardless of the funding source. **Long-term training** is training over 120 days in length. **Academic degree training** is training or education with the stated objective of obtaining an academic degree. The degree requested must be related to the performance of the employee's official duties.



"What about **short-term training**?" you ask. Degree-related short-term training (120 days or less) must also be approved in advance—in this case by managers and supervisors who have been

delegated training-approval authority. They can approve individual college/university courses, but **only** when the knowledge, skills, and abilities gained from the class is directly related to the performance of official duties. If the **purpose** is to obtain a degree, prior written approval must be obtained from the ASA (M&RA).

Requests for ASA (M&RA) approval must be submitted through command channels. For a list of information to include, refer to ASA

(M&RA) memorandum, dated July 20, 2006, subject: Clarification of Civilian Academic Degree Training Approval, available from HRDD.



NEW! NSPS TRAINING CALENDAR

Want to find an NSPS training course? The Civilian Human Resources Agency (CHRA) web site now has an easy-to-use calendar listing NSPS courses Army-wide. You can choose listings by city or region. For example, to see what's happening in Korea, you can click on "Calendar by Region," then choose "Korea" from the drop-down menu.

To access the calendar, go to the CHRA website (see address below), click the NSPS symbol (far left), then on "NSPS Training Calendar." An AKO account is required. Check it out: <http://www.chra.army.mil/>

SPIRAL 1.2 ENDS; 1.3 BEGINS

During October, November and December, as part of Spiral 1.2, approximately 90 Army employees in Korea converted from the old GS system to NSPS. Local CPACs conducted a total of six NSPS employee (1-day) and supervisor (2-day) classes for employees from CPOC, the CPACs, the U.S. Army Audit Agency, Criminal Investigative Command, Acquisition Support Center and Corps of Engineers.

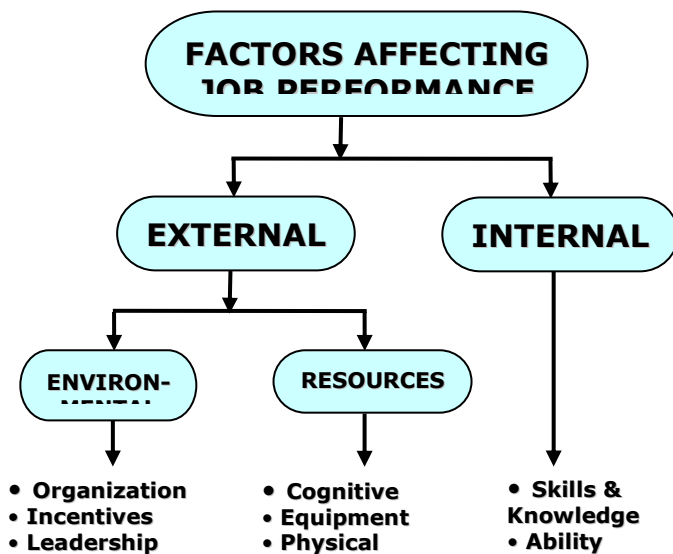
Spiral 1.2 ends February 18th. Spiral 1.3, which includes four conversion dates, begins March 4th and ends April 15th. Although a large number of Army employees world-wide are scheduled for conversion during Spiral 1.3, only a handful of them, most assigned to the U.S. Army Sustainment Command, are located here in Korea. The majority of Army employees are expected to be converted during Spiral 2, training for which may begin as early as July.

COMING: PAY POOL TRAINING

Beginning in February, CHRA Training Management Division plans to roll out a newly-designed, Army-unique 3-day NSPS Pay Pool Train-the-Trainer course. The course will cover many practical aspects of NSPS pay pool management, including use of the Army's on-line Performance Appraisal Tool. A schedule is forthcoming, and Korea is expected to be on it.



As the cause analysis model below shows, lack of skills and knowledge is only one of EIGHT possible reasons why your employees may not be performing at a high level. All eight need to be considered when deciding whether or not an employee needs further training. Training may not be the answer, especially if basic environmental and resource needs haven't been met. Factor definitions follow.



Organization: Clear goals, solid job design, appropriate workload, effective work processes.

Incentives: Pay and benefits, interesting, meaningful work, awards, incentives.

Leadership: Effective performance management, regular encouragement, positive feedback.

Cognitive Support: Job aids, documentation.

Equipment: Up-to-date tools, computers, software.

Physical Plant: Proper temperature, lighting, noise control, pleasant, efficient physical layout.

Skills & Knowledge: Formal training, OJT, self study, developmental assignments.

Ability: Inherent intelligence, emotional outlook, education, internal motivation.

Copies of the Cause Analysis Model are available from HRDD.



The Civilian Human Resources Agency (CHRA) recently came out with the first formal Non-appropriated Fund (NAF) Human Resources (HR) for Supervisors course. The new course covers HR legal and regulatory requirements, HR processes and the automated HR tools designed to assist supervisors in requesting and tracking personnel actions. It's designed to enable new NAF supervisors to efficiently and consistently execute their personnel management responsibilities.

All NAF supervisors with responsibility for three or more employees are eligible to attend the course, although priority will be given to new supervisors—those with less than one year of experience. Experienced supervisors will be admitted on a space available basis. Team leaders, acting supervisors and project and program managers will not be eligible.

The course will be conducted at installations Army-wide by NAF HR staffs at local CPACs. Korea Area CPACs will begin offering the course during the second quarter of FY 2007.



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We value your comments, questions and suggestions.

Please contact us.

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